



Summer Food Service Program

Meal Components Training
Resource Guide

Applicable SFSP COVID-19 Waivers

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| • First Week Site Visits #65 | Expires 6/30/2021 |
| • Flexibility for Pre-Approval Visits Waiver #69 | Expires 6/30/2021 |
| • Food Service Management Contract | Expires 6/30/2021 |
| • Meal Pattern Waiver-SFSP #63 | Expires 6/30/2021 |
| • Meal Time Waiver #66 | Expires 6/30/2021 |
| • Monitoring Requirements-SFSP #42 | Expires 9/30/2021 |
| • Non-congregate Feeding Waiver #61 | Expires 6/30/2021 |
| • Offer vs. Serve #67 | Expires 6/30/2021 |
| • Parent Pickup Waiver-SFSP #62 | Expires 6/30/2021 |
| • Reimbursement for Meals Served Prior to Approval #57 | Expires 6/30/2021 |
| • SFSP Operation Extension #56 and #59 | Expires 6/30/2021 |

<https://www.fns.usda.gov/programs/fns-disaster-assistance/fns-responds-covid-19/child-nutrition-covid-19-waivers>

Meal Components for SFSP

- Fluid Milk
- Fruits/Vegetables
- Grains
- Meat/Meat Alternates

Meal Component: Fluid Milk

1. What kind of milk must be served?
 - Creditable fluid milk includes breastmilk, as well as pasteurized fluid types of unflavored or flavored cow or goat milk, lactose-free or lactose-reduced milk, UHT (Ultra High Temperature) milk, acidified or cultured milk, and organic milk.
2. What about parental/guardian preferences or lifestyle choices?
 - Non-dairy fluid milk substitutions may be served when requested in writing by the child's parent or guardian. The written request must identify the medical or special dietary condition that restricts the diet of the child, such as a milk intolerance or vegan diet. Substitutions are at the option and the expense of the center or day care home.

- Non-dairy beverages must be nutritionally equivalent to milk and meet the nutritional standards for fortification of calcium, protein, vitamins A & D, and other nutrients to levels found in cow's milk.

3. What about special diets?

- If a participant has a special dietary need due to a disability, a medical statement is required. The medical statement must be signed by an authorized medical provider. This form indicates which food(s) should be eliminated and also includes the name of a substitution.

Meal Component: Fruits/Vegetables

- A serving of vegetables may contain fresh, frozen, or canned vegetables, dry beans and peas, or vegetable juices.
- Fruit or vegetable juice must be full-strength.

Meal Component: Grains

- Whole grains have nutrients and fiber that children need for energy and to stay healthy.
- Breads and grains must be made from whole-grain or enriched meal or flour.
- Cereal must be whole-grain or enriched or fortified.

Meal Component: Meat/Meat Alternates

- Meat and meat alternates are essential for good health because they contain protein, and this nutrient is the building block for strong bones, muscles, and healthy skin.
- A few examples of meat alternates include yogurt, tofu, peanut butter, nut seeds, seeds, cheese foods and spread (not product), and eggs.

Combination Foods:

- Combination foods are commercially prepared foods that provide more than one food item from different food components that cannot be separated. Best practices encourage only two items in a combination food be claimed in a creditable meal, although up to three may be considered.

- A few examples of combination foods include pizza, stews and soups, spaghetti with meat sauce, ravioli, egg rolls, chicken nuggets, and fish sticks.
- Combination dishes must have a Child Nutrition (CN) label or Manufacturer's Analysis Sheet to show the product contains enough quantities of components to meet the meal pattern. Otherwise, it may not be counted towards a reimbursable meal.
- Manufacturer's Product Formulation Statements (PFS) are another way to determine how much of an item is creditable. Contact the 800 number on the food package and ask that the PFS be faxed or mailed to you.
- For more information: <http://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program>

Meal Patterns

Children: Breakfast Meal Pattern

Breakfast Meal Pattern

Select All Three Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
1 fruit/vegetable	1/2 cup	juice, ¹ and/or vegetable
1 grains/bread ²	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains

¹ Fruit or vegetable juice must be full-strength.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

Children: Lunch or Supper Meal Pattern

Lunch or Supper Meal Pattern

Select All Four Components for a Reimbursable Meal

1 milk	1 cup	fluid milk
2 fruits/vegetables	3/4 cup	juice, ¹ fruit and/or vegetable
1 grains/bread ²	1 slice 1 serving 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or hot cooked cereal or pasta or noodles or grains
1 meat/meat alternate	2 oz. 2 oz. 2 oz. 1 large 1/2 cup 4 Tbsp. 1 oz. 8 oz.	lean meat or poultry or fish ³ or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds ⁴ or yogurt ⁵

¹ Fruit or vegetable juice must be full-strength.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

³ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁴ Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.

⁵ Yogurt may be plain or flavored, unsweetened or sweetened

Children: Snack Meal Pattern

Snack Meal Pattern

Select Two of the Four Components for a Reimbursable Snack

1 milk	1 cup	fluid milk
¹ fruit/vegetable	3/4 cup	juice, ¹ fruit and/or vegetable
1 grains/bread ²	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup	bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains
1 meat/meat alternate	1 oz. 1 oz. 1 oz. 1/2 large 1/4 cup 2 Tbsp. 1 oz. 4 oz.	lean meat or poultry or fish ³ or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butter or nuts and/or seeds or yogurt ⁴

¹ Fruit or vegetable juice must be full-strength. Juice cannot be served when milk is the only other snack component.

² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

³ A serving consists of the edible portion of cooked lean meat or poultry or fish

⁴ Yogurt may be plain or flavored, unsweetened or sweetened.

Farm to Summer Benefits

- Fruits and vegetables are served at their peak growing and harvesting season
- Children taste fruits and vegetables that may not be available during the school year
- Farmers and ranchers find new markets for products
- Community members become engaged in agriculture-based activities
- Consistent, year-round farm to school programming increases enjoyment of school gardens

Who can be a sponsor?

- Public or private nonprofit schools
- Units of local, municipal, county, tribal, or state government
- Private nonprofit organizations
- Public or private nonprofit camps
- Public or private nonprofit universities or colleges

How do I become a sponsor?

- Complete training
- Submit information to tnsfsp.dhs@tn.gov
- Apply for SFSP in Tennessee Information Payment System (TIPS)

SFSP Contact Information:

Summer Food Service Program (SFSP)
TN Department of Human Services
James K. Polk Building - 15th Floor
505 Deaderick Street
Nashville, TN 37243

Email: TNSFSP.DHS@tn.gov

Phone: (615) 313-4749


Tennessee Information Payment System (TIPS)

If you are a new sponsor and have questions, contact SFSP.

- Data Universal Numbering System (DUNS)
 - Nine-character number
 - Used to track how federal money is allocated
 - Sponsors need to apply with Dun and Bradstreet (D&B)-
 - <https://fedgov.dnb.com/webform>
 - Register with Sam.gov once you've received your DUNS number or renew annually.
- Federal Employer Identification Number (FEIN)
 - Unique 9-digit number assigned by the IRS to business entities operating in the United States for the purpose of identification. The issuance of a FEIN to a non-profit organization is separate and distinct from the organization obtaining tax-exempt status from the IRS.
- Name of Organization
- Type of Organization
- Your name and title within the organization
- Your organizations address
- The email address associated with your organization
- Phone Number
- Sam.gov registration

Reimbursements Rates

- For more information on the breakdown of reimbursement rates, visit the Federal Register page at govinfo.gov

Reimbursement Rates		
Per Meal Rates (Combined)	Continental US	Continental US
Site Types	Rural or Self-Prep	All Other Types
Breakfast	2.4625	2.4150
Lunch or Supper	4.3175	4.2500
Snack	1.0200	0.9975
Administrative Rates	Continental US	Continental US
Site Types	Rural or Self-Prep	All Other Types
Breakfast	0.2225	0.1750
Lunch or Supper	0.4075	0.3400
Snack	0.1100	0.0875
Federal Register/Vol. 85 No.251/Thursday, December 31, 2020/Notices		
 Department of Human Services		

Common Findings

- Data meal count sheets not completed correctly
Title 7 of the Code of Federal Regulations, Section 225.15 (c)(1)
- Meals served outside of approved meal service time
Summer Food Service Program 2016 Administration Guide for sponsors, p. 60
- Milk shortages
Title 7 of the Code of Federal Regulations, Section 225.16(d)
- The incorrect number of meals reported for reimbursement. Sponsors should only claim meals that are actually served, not the number of prepared meals.
Title 7 of the Code of Federal Regulations, Section 225.9 (d)(5)
- The Sponsor not conducting monitoring as required
Title 7 of the Code of Federal Regulations, Section 225.15 (d)(3)
- USDA Meal Pattern requirements not being met
Title 7 of the Code of Federal Regulations, Section 225.16 (d)

Resources

- <https://www.fns.usda.gov/sfsp/summer-food-service-program>
- SP 10-2017, SFSP 06-2017 Memorandum, *Meal Service Requirements in the Summer Meal Programs*
- http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf
- <https://fns-prod.azureedge.net/sites/default/files/f2s/FarmtoSummer.pdf>
- Children Meal Pattern: <https://www.fns.usda.gov/sfsp/meal-patterns>
- Infant Meal Pattern:
https://fnsprod.azureedge.net/sites/default/files/resource-files/FI_AppendixC_0.pdf
- Farm to Summer: <https://www.fns.usda.gov/cfs/farm-summer>
- Tennessee SFSP Application Information
<https://www.tn.gov/humanservices/children/dhs-nutrition-programs/learn-about-the-summer-food-service-program/summer-food-service-program-application.html>
- <http://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program>

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To file a program complaint of discrimination, complete the USDA Program Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.